

CITY OF ANGELS REQUEST FOR PROPOSALS FOR WASTEWATER MASTER PLAN

INTRODUCTION

City of Angels invites qualified consultants to submit proposals for professional engineering services to prepare a comprehensive Wastewater Master Plan. Consultants who submit proposals for this project must be licensed as a Professional Engineer in the State of California and be experienced in the field of wastewater collections and treatment and knowledgeable about operating and maintaining wastewater facilities. The City of Angels is an equal opportunity employer.

The information contained in this RFP is City of Angels' best understanding of the current needs and how to address them, but City of Angels will be relying on the consultant firm to provide modifications to the scope of work described herein based on their professional expertise in this subject area. If the consultant believes there is a better way to achieve City of Angels' goals, then that should be reflected in the proposal. Questions regarding this solicitation may be addressed to the City Administrator:

Mary Kelly, Interim City Administrator
(209) 736-2181
Email: marykelly@angelscamp.gov

Prospective proposers are encouraged to register with the City. To register, contact City Hall at (209)736-2181. Registration will ensure inclusion on the RFP plan holders list and therefore receipt of any addendums that might be issued. The City will not be responsible for providing addendums to prospective proposers that fail to register as a prospective proposer.

PROJECT SCOPE

This Master Plan engineering study will investigate improvements to the City of Angels wastewater treatment, collection, and disposal system to insure the City has adequate wastewater facilities to support future growth as defined in the recently adopted City General Plan.

City of Angels understands this RFP may be inadequate to fully describe the work envisioned. Consultants should include additional tasks they deem appropriate, written reasons why a task should be included, and an estimate of the fee required to complete the task. Failure to do this shall reflect on the Consultant's qualifications. The comprehensive Wastewater Master Plan shall include but is not limited to the following items:

- ◆ Summary and description of the Wastewater System.
- ◆ Projection of Wastewater collection demand for the 10 year and 20 year planning horizon.
- ◆ Evaluation of the existing Wastewater Collection System and identification of hydraulic deficiencies with maintenance and mitigation recommendations based upon Master Plan projected growth.
- ◆ Evaluation of the existing Wastewater Treatment Plant/disposal facilities and identification of deficiencies with maintenance and mitigation recommendations based upon Master Plan projected growth.
- ◆ Analysis of available engineering and financial alternatives for maintenance and system improvements.
- ◆ Cost estimate for required improvements to the collection system to ensure adequate capacity for both summer and winter time flows to ensure overflow events do not occur.

- ◆ Cost estimate for required improvements to the wastewater treatment plant and disposal facilities to ensure adequate capacity for Master Plan projected growth.
- ◆ A short and long-term capital improvement plan (CIP) to address identified deficiencies including prioritization, alternatives, analysis, and schedules. The CIP shall include increases in pipe size, I&I reduction programs, increases in redundancy and pumping capacity, and storage, treatment/disposal facility modifications.
- ◆ Recommendation of updates to the operational structure of the Wastewater Collection and Facility System.
- ◆ Identification of any regulatory concerns for the collection and facilities system.
- ◆ A funding application in support of the short-term portion of the Capital Improvement Program as required by the Grant.

The Wastewater Master Plan must be completed no later than 3/30/12 due to State Community Development Block Grant (# 09-PTAG-6496) monies expiring.

Two (2) copies of the draft Plan shall be provided for City review. Five (5) bound copies of the final Plan shall be provided to the City along with one electronic copy in PDF form.

SUBMITTAL REQUIREMENTS

City of Angels encourages all consultants interested in submitting a proposal to visit the City and the site of the City's wastewater treatment facilities prior to submitting a proposal. A mandatory pre-proposal conference has been scheduled for Wednesday, July 13, 2011, from 9:00 am to Noon at the City's wastewater treatment facility at 3000 Centennial, Angels Camp, CA 95222. Failure to attend during this time period will result in automatic rejection of the proposal.

Three (3) copies of the proposal must be received by City of Angels no later than 5:00 p.m. on Wednesday, August 3, 2011. Late proposals will not be accepted. All proposals and documents submitted become the property of City of Angels. Information considered proprietary shall be identified as such when the proposal is submitted. Proposals may be submitted by mail or in person to the address below:

City of Angels
Wastewater Master Plan RFP
Attn: Mary Kelly, Interim City Administrator
Post Office Box 667
584 South Main Street
Angels Camp, California 95222

Upon receipt of proposals, each consultant shall be presumed to be thoroughly familiar with all specifications and requirements of this proposal. The failure or omission to examine any form, instrument or document shall in no way relieve consultants from any obligation in respect to this proposal.

The following requirements must be met in all proposals submitted to City of Angels:

1. Three (3) copies of the proposal must be submitted by the deadline shown in this RFP.
2. The proposal must be submitted in an envelope clearly marked with the Consultant's name and "City of Angels – Wastewater Master Plan RFP."
3. A cover letter signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days must be included. The letter should include a description of the consultant's firm, a statement of qualifications, and contact information.

4. A detailed Scope of Services providing information on all of the services proposed to be provided as part of this contract and which are identified in this RFP is required. The Scope of Services should express specific ideas for the work that will be proposed and why those ideas are the best solution. Any additional or optional recommended tasks should also be included.
5. A definitive work program and schedule for completion of the Plan are required. Identification of all tasks not under Consultant's control with estimated timelines based upon prior experience should also be included. Any other constraints to the schedule should also be discussed.
6. List any information and tasks expected from City of Angels. Any information or tasks needed but not listed will be the responsibility of the selected consultant.
7. List Consultant's qualifications including but not limited to the following:
 - a. Type of organization, size (i.e. local office and total firm size), professional registrations and affiliations, number of years as a firm.
 - b. Names and qualifications of personnel assigned to the Project. Include principal-in-charge, project manager, and all professional engineering and technical staff expected to take responsible roles. If sub-consultant(s) will be a part of the team, a statement about whether the primary consultant has worked with the proposed sub-consultant(s) before is necessary. The successful Consultant will be prohibited by contract to allow non listed personnel to play a responsible role in the project.
 - c. Outline of recent projects completed that are similar to this Project.
 - d. Client references from recent similar projects, including name, address and telephone of individuals to contact.
8. Proposals shall include costs to complete the project as described under Project Scope as follows:
 - a. A detailed budget showing itemized costs per each discrete task plus the cost of any reimbursable items. The costs should be represented in a "menu" format that permits identification of the total cost of the proposed work, as well as its subcomponents.
 - b. Estimated costs must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project with a total "not to exceed" amount.
 - c. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in the Scope of Services, if applicable.
 - d. This material should be placed in a separate sealed envelope.
9. Proposals are limited to ten (10) 8 ½" x 11" pages (including the cover letter).

INSURANCE

Insurance coverage for proposed services shall include general liability and property damage insurance that shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.

The selected firm shall provide within ten (10) days after the notice of award is issued a copy of their existing liability insurance certificate naming City of Angels and its officers and employees as an additionally named insured on said policies, confirmation of worker's compensation coverage, and a copy of their Professional Liability Insurance certificate. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the City.

EVALUATION OF PROPOSALS

The City will evaluate all proposals received by the deadline. Based on selection criteria qualified consultant teams may be selected for separate interviews prior to making the recommendation to the City Council. The recommendation will be presented to the City Council for contract authorization. Proposals will be evaluated based on the following criteria:

- ◆ Demonstrated experience and proven knowledge of completing similar sized community wastewater system master plans.
- ◆ Expertise, qualifications, licenses and certifications, and directly related experience of technical staff and the managers assigned to this Project.
- ◆ Ability to perform quality work, control costs, and meet time schedules.
- ◆ Ability to work and communicate effectively with the public and governmental agencies.
- ◆ Accessibility and responsiveness of the Consultant.

The City of Angels exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgment of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason or to cancel in part or in its entirety the Request for Proposals.

ANTICIPATED PROJECT SCHEDULE

June 30, 2011 – RFP issued.
July 13, 2011 – Mandatory pre-bid meeting and site visit
August 3, 2011 – Proposals due.
August 8, 2011 – Consultant selection
August 16, 2011 – Contract award
On or before August 29, 2011 – Contracted work commences
March 30, 2012 – Project completion date

CONFLICT OF INTEREST

By submission of a proposal, Consultant warrants and covenants that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

MATERIALS ON HAND PERTAINING TO THE PROJECT

- ◆ Downtown Wastewater Collection System Improvement Study dated March 2009
- ◆ Wastewater Collection Improvement Study dated October 1998
- ◆ System Evaluation & Capacity Assurance Plan (Draft) dated April 2010
- ◆ North Angels Sewer Trunk Line Alternative Analysis dated May 2008
- ◆ City of Angels 2020 General Plan (online at our website www.angelscamp.gov)
- ◆ Sanitary Sewer Management Plan

The above materials may be reviewed at City Hall.